P3 Workgroups Action Item List
8/30/00

Workgroup	Action Item	Assigned To	Due Date	Date Closed	Summary of Resolution
Client Access	Review draft survey; e-mail feedback to Robert Bash	All	8/4/00	8/16/00	
Client Access	Revise draft survey; send out to group	Robert Bash	8/8/00	8/11/00	
Client Access	Feedback on revised survey to Robert Bash	All	8/11/00	8/16/00	
Client Access	Send out survey	Robert Bash	Open	Deleted	Pending approval of P3 Leadership. Moratorium issued on distribution of additional surveys.
Client Access	Develop advocacy survey and present to group	Rumyana Tasser	8/16/00	8/30/00	Draft survey reviewed and approved by group for inclusion in recommendations.
Client Access	Develop legal survey and present to group	Betty Nordwind	8/4/00	8/16/00	
Client Access	Set up tour of FTB call center	Ron Dotta	8/29/00	8/16/00	Tour scheduled for 8/29/00
Client Access	Review Best Practice guide and report to group	Lucila Rolon	8/16/00	8/16/00	Report provided
Client Access	Public Outreach Info Minutes	Renee Bastien	8/16/00	8/16/00	Information provided
Client Access	Develop draft Client Access Matrix	Julie Hopkins	8/16/00	8/16/00	
Client Access	Check to see if extra expenses related to FTB call center tour will be reimbursable	Julie Hopkins	8/16/00	8/16/00	
Client Access	Review all minutes for cross-group issues	Robert Bash	Ongoing		
Client Access	Identify system requirements	Sandy Trigg Ron Dotta	Ongoing		
Client Access	Obtain directions to FTB from airport; e-mail to gorup	Sandy Trigg	8/18/00	8/18/00	
Client Access	Provide Performance Measures feedback to Corry.	All	8/18/00	8/18/00	Feedback passed on to Performance Measures Group.
Client Access	Review Rumyana's survey and provide e-mail feedback	All	8/23/00	8/30/00	
Client Access	Collect and tabulate survey information	Lucila Rolon	Open	Deleted	Moratorium issued on distribution of additional surveys.
Client Access	Get contact names and phone numbers for COPS and My Child Says Daddy	Bill Kirk Connie	8/30/00	8/30/00	

	advocacy groups	Jimenez			
Client Access	Define short, intermediate and long-term implementation timeframes	All	9/13/00		
Client Access	Review access standard matrices to ensure accuracy	All	9/13/00		
Client Access	Review remaining access methods not completed to determine, definitions, levels of service, etc.	All	9/13/00		
Client Access	Review Workgroup Report Style Guide; determine area of preference	All	9/13/00		
Client Access	Send Style Guide to group	Julie Corry	ASAP	8/31/00	Corry distributed to group via e-mail